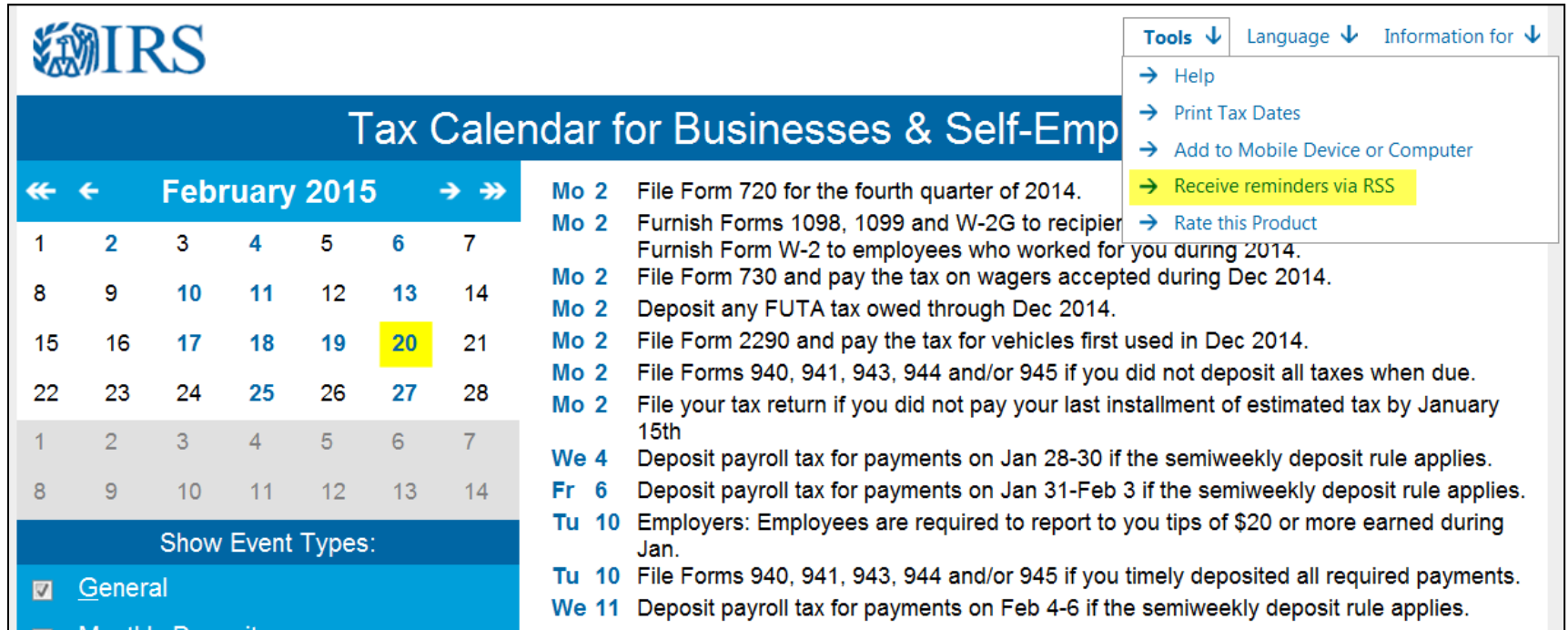


SB/SE Tax Calendar for Businesses and Self-Employed

How to add Tax Due Date Reminders
to your Calendar

Location of RSS Feed




The screenshot displays the IRS Tax Calendar for Businesses & Self-Employed for February 2015. The calendar shows dates from 1 to 28, with the 20th highlighted. To the right of the calendar, a list of tax events is provided for each day. A dropdown menu is open under the 'Tools' link, showing options: Help, Print Tax Dates, Add to Mobile Device or Computer, **Receive reminders via RSS** (highlighted), and Rate this Product.

February 2015							Tools ↓		Language ↓		Information for ↓	
1	2	3	4	5	6	7	Mo 2	File Form 720 for the fourth quarter of 2014.	→	Help		
8	9	10	11	12	13	14	Mo 2	Furnish Forms 1098, 1099 and W-2G to recipient. Furnish Form W-2 to employees who worked for you during 2014.	→	Print Tax Dates		
15	16	17	18	19	20	21	Mo 2	File Form 730 and pay the tax on wagers accepted during Dec 2014.	→	Add to Mobile Device or Computer		
22	23	24	25	26	27	28	Mo 2	Deposit any FUTA tax owed through Dec 2014.	→	Receive reminders via RSS		
1	2	3	4	5	6	7	Mo 2	File Form 2290 and pay the tax for vehicles first used in Dec 2014.	→	Rate this Product		
8	9	10	11	12	13	14	Mo 2	File Forms 940, 941, 943, 944 and/or 945 if you did not deposit all taxes when due.				
Show Event Types:							Mo 2	File your tax return if you did not pay your last installment of estimated tax by January 15th				
<input checked="" type="checkbox"/>	General						We 4	Deposit payroll tax for payments on Jan 28-30 if the semiweekly deposit rule applies.				
							Fr 6	Deposit payroll tax for payments on Jan 31-Feb 3 if the semiweekly deposit rule applies.				
							Tu 10	Employers: Employees are required to report to you tips of \$20 or more earned during Jan.				
							Tu 10	File Forms 940, 941, 943, 944 and/or 945 if you timely deposited all required payments.				
							We 11	Deposit payroll tax for payments on Feb 4-6 if the semiweekly deposit rule applies.				

Click on “Receive reminders via RSS” from the **Tools** dropdown menu.

Install Reminders

Install reminders for: Tax Calendar for Businesses & Self-Employed 

Instructions

The Tax Calendar can provide reminders in the form of an RSS feed.

To configure an RSS reminder feed, follow the steps below. As you make choices in steps 1 and 2, the RSS web address in Step 3 will automatically be updated so that the resulting RSS web address will result in a feed tailored to your preferences.

1. Select Event Types

☒ General ☒ Monthly Depositor ☒ Semiweekly Depositor ☒ Excise

2. Choose how far in advance to be reminded.

Remind me

1 week

1 week

2 weeks

 before each Tax date.

3. Copy the following link to add the RSS feed to your system.

RSS web address

To have your Internet browser handle the reminders, paste this RSS web address into the browser's address field.

To use Microsoft Outlook or another program to deliver reminders, follow the instructions for adding an RSS feed to that program. When the program calls for the location of the RSS Feed, use this RSS web address .

- Select the **Event Types** to customize the reminders you receive.
- Reminders can be set for 1 or 2 weeks ahead of the event.

Customize the Reminders

When **Event Types** are deselected, the RSS web address changes.

1. Select Event Types

☒ General ☒ Monthly Depositor ☒ Semiweekly Depositor ☒ Excise

2. Choose how far in advance to be reminded.

Remind me 1 week before each Tax date.

3. Copy the following link to add the RSS feed to your system.

RSS web address <http://2015calendar.tax.gov/w1/calendar.rss>

A red arrow points to the RSS web address.

This web address is for a **General** business that is a **Semiweekly Depositor** with **1 week** reminder

1. Select Event Types

☒ General ☐ Monthly Depositor ☒ Semiweekly Depositor ☐ Excise

2. Choose how far in advance to be reminded.

Remind me 1 week before each Tax date.

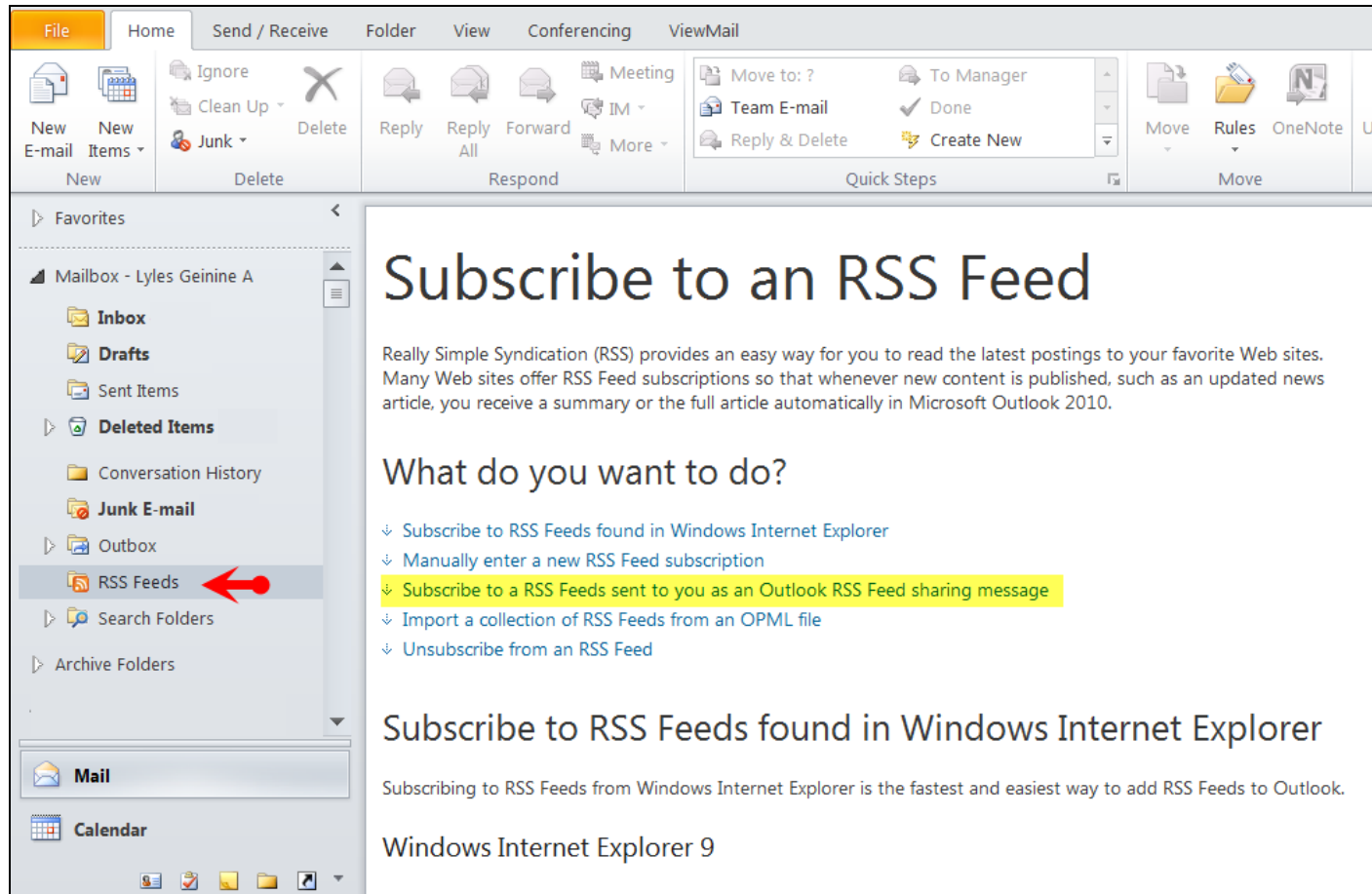
3. Copy the following link to add the RSS feed to your system.

RSS web address <http://2015calendar.tax.gov/general/semiweekly/w1/calendar.rss>

A red arrow points to the RSS web address.

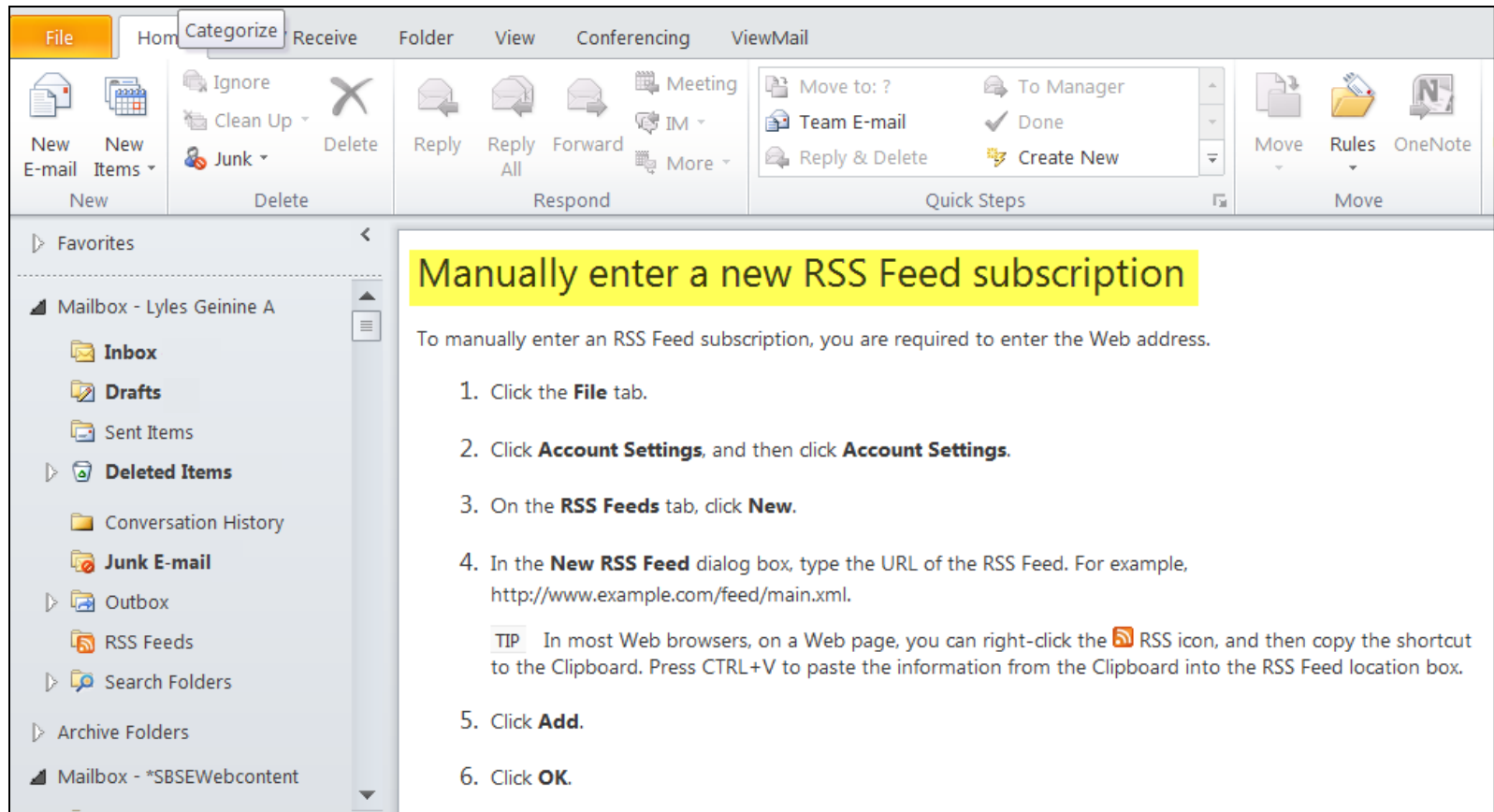
When the program calls for the location of the RSS Feed, use this RSS web address. **COPY (Ctrl+C)** the web address and close this window and return to Outlook.

Various RSS Feeds



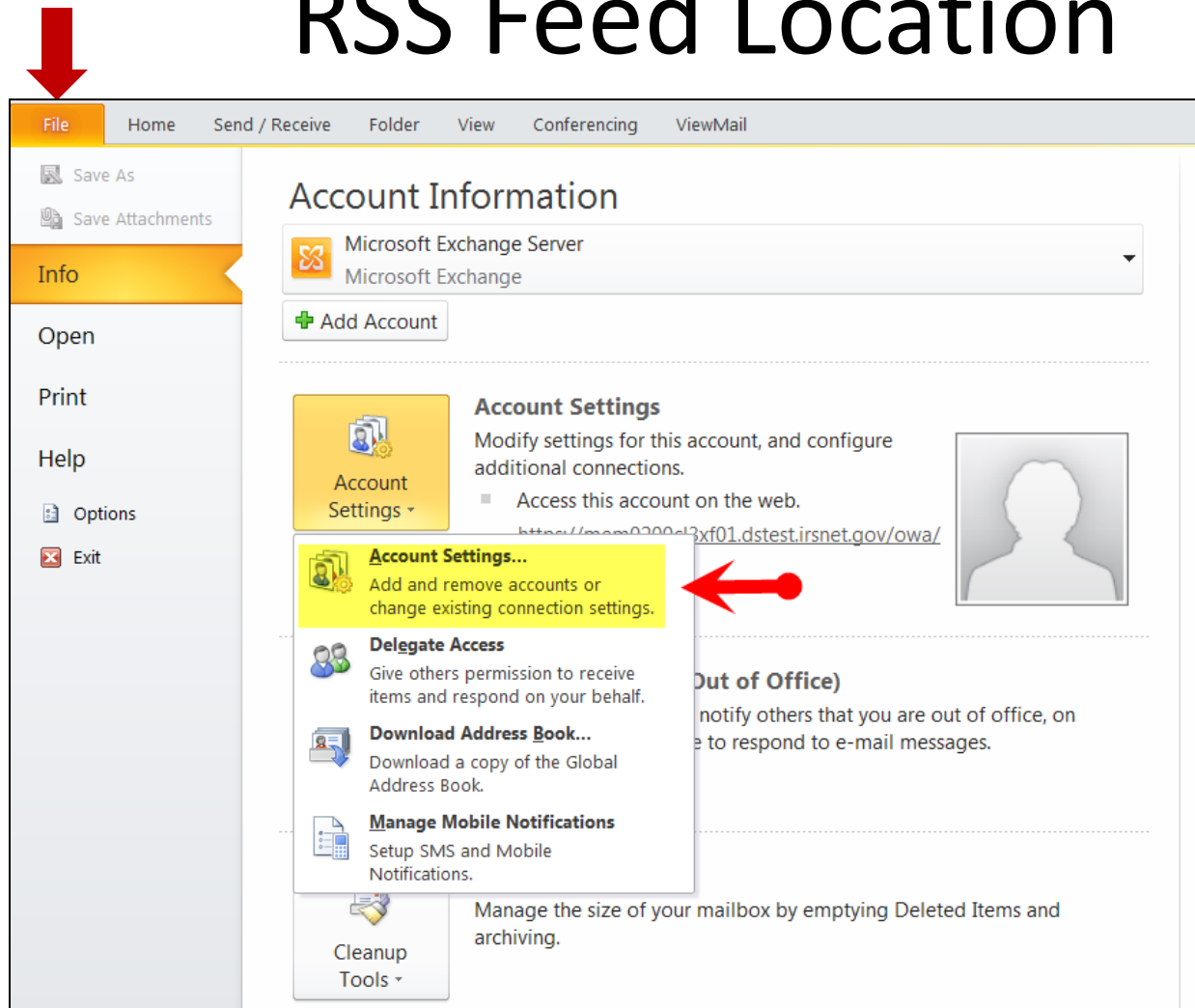
- Click on **RSS Feed**. Instructions for the different RSS Feeds are listed on the right side of the screen.
- Click on **Subscribe to a RSS Feed sent to you as an Outlook RSS Feed sharing message**.

RSS Feed in Outlook



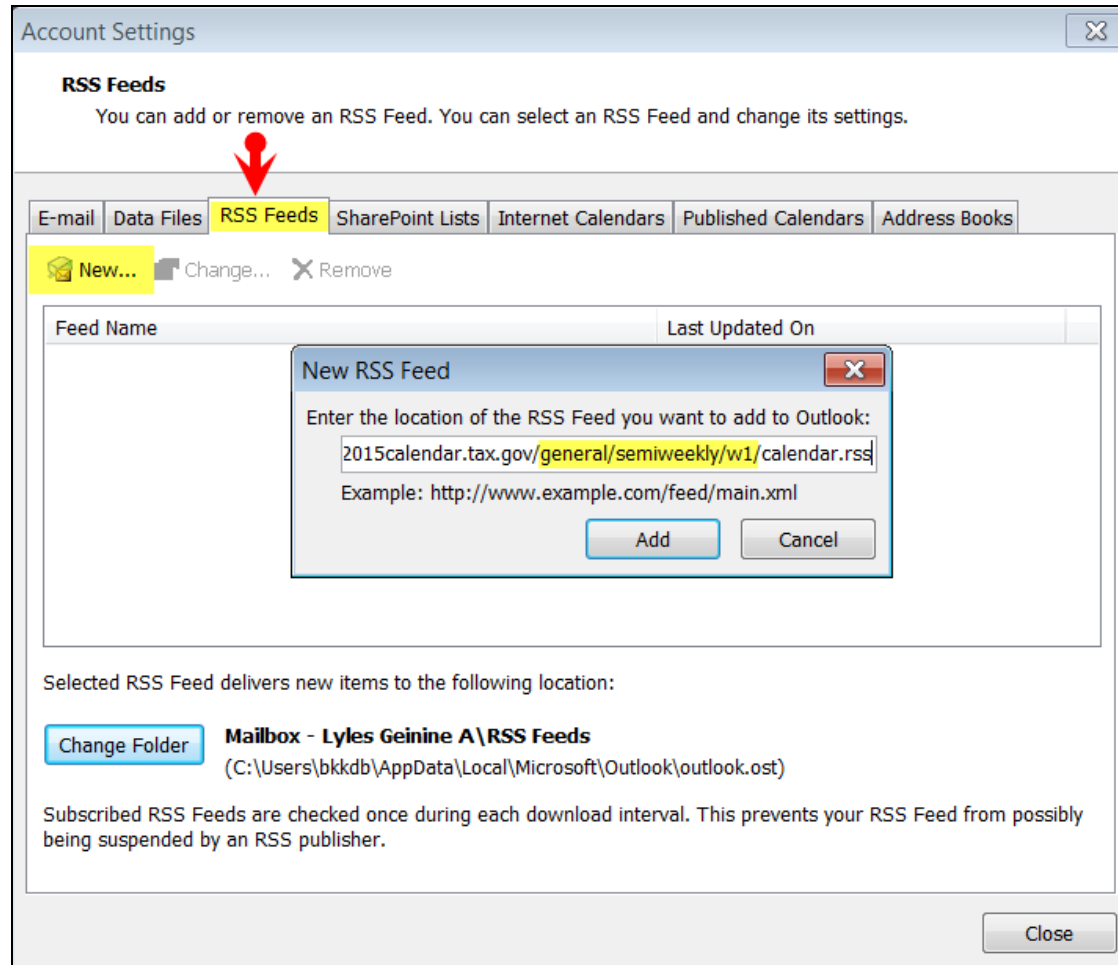
Step-by-step instructions to add the tax calendar reminders into Outlook are displayed.

RSS Feed Location



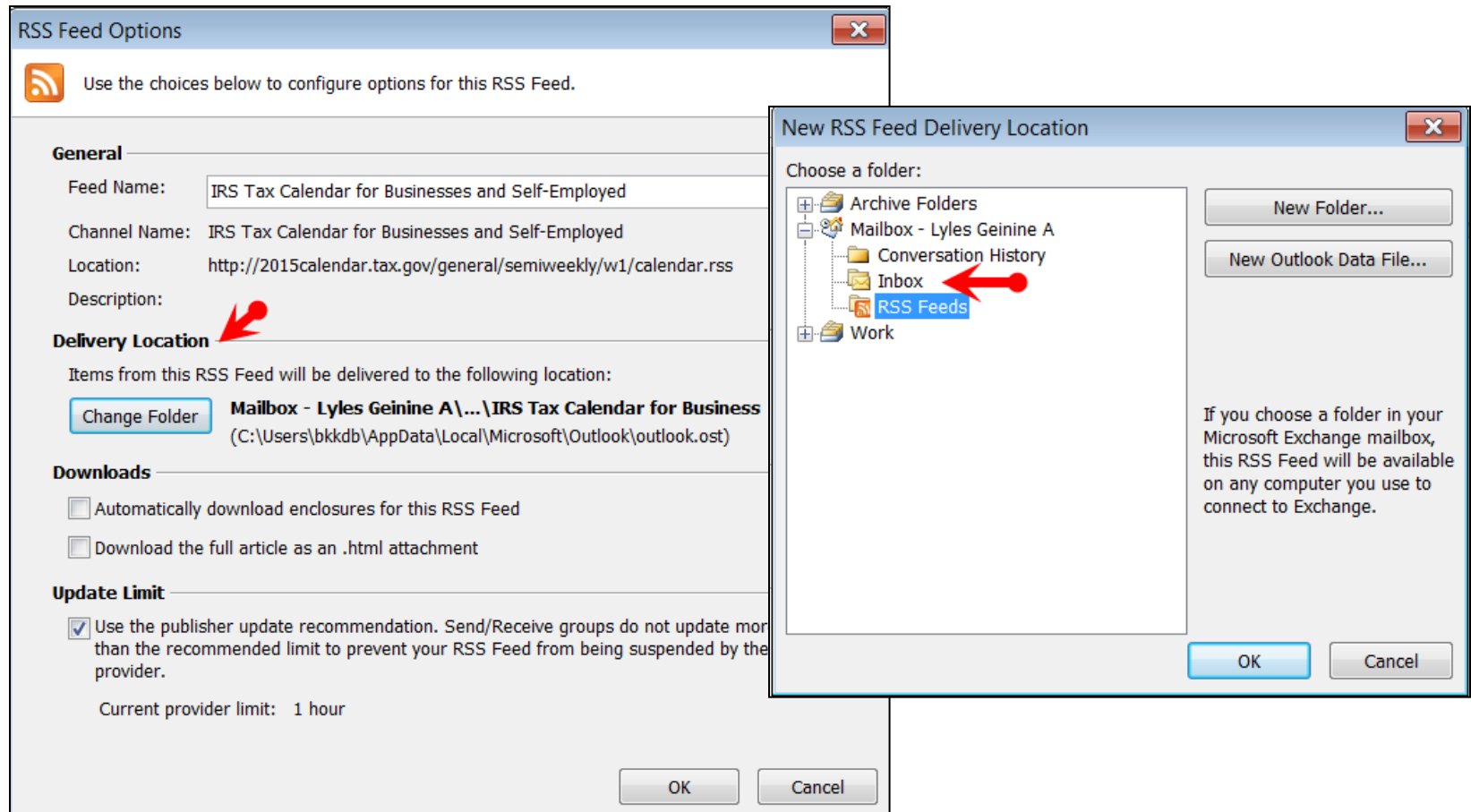
- Click on the **File** tab
- Click on the **Account Settings** button
- Click on **Account Settings** option from the dropdown menu

Add a New RSS Feed



- Click on the **RSS Feeds** tab
- Click on **New**
- Paste (Ctrl+V) the URL from the **Install Reminders** page

Change the Delivery Location



- Click on the **Change Folder** button to change the place the reminders will come into the calendar.
- Click on **Inbox** in the New RSS Feed Delivery Location window
- Click **OK**

Reminders in Outlook Inbox

RSS Feed Options

Use the choices below to configure options for this RSS Feed.

General

Feed Name: IRS Tax Calendar for Businesses and Self-Employed

Channel Name: IRS Tax Calendar for Businesses and Self-Employed

Location: <http://2015calendar.tax.gov/general/semiweekly/w1/calendar.rss>

Description:

Delivery Location

Items from this RSS Feed will be delivered to the following location:

[Change Folder](#) Mailbox - Lyles Geinine A \Inbox (C:\Users\bkkdb\AppData\Local\Microsoft\Outlook\outlook.ost)

Downloads

☐ Automatically download enclosures for this RSS Feed

☐ Download the full article as an .html attachment

Update Limit

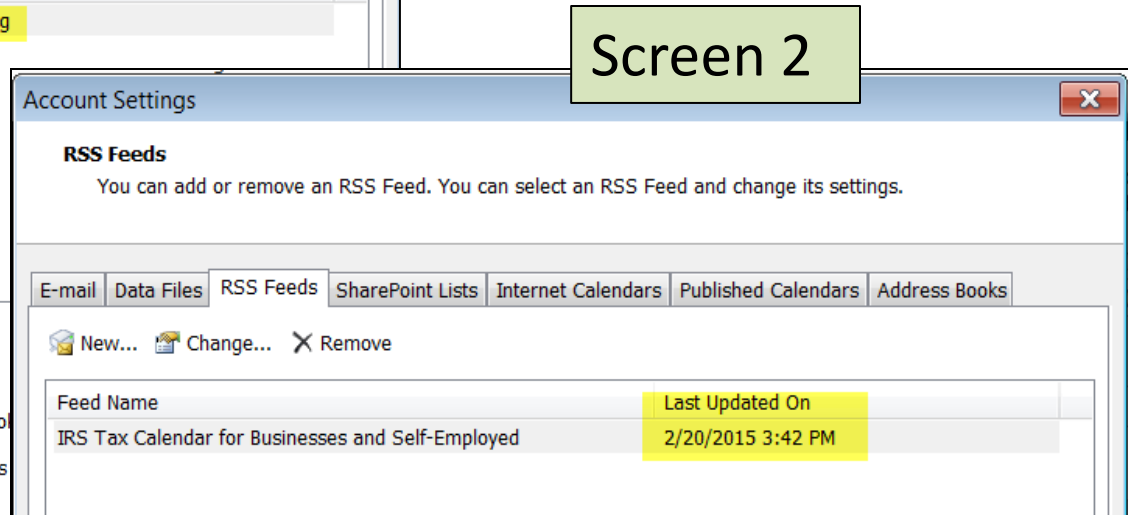
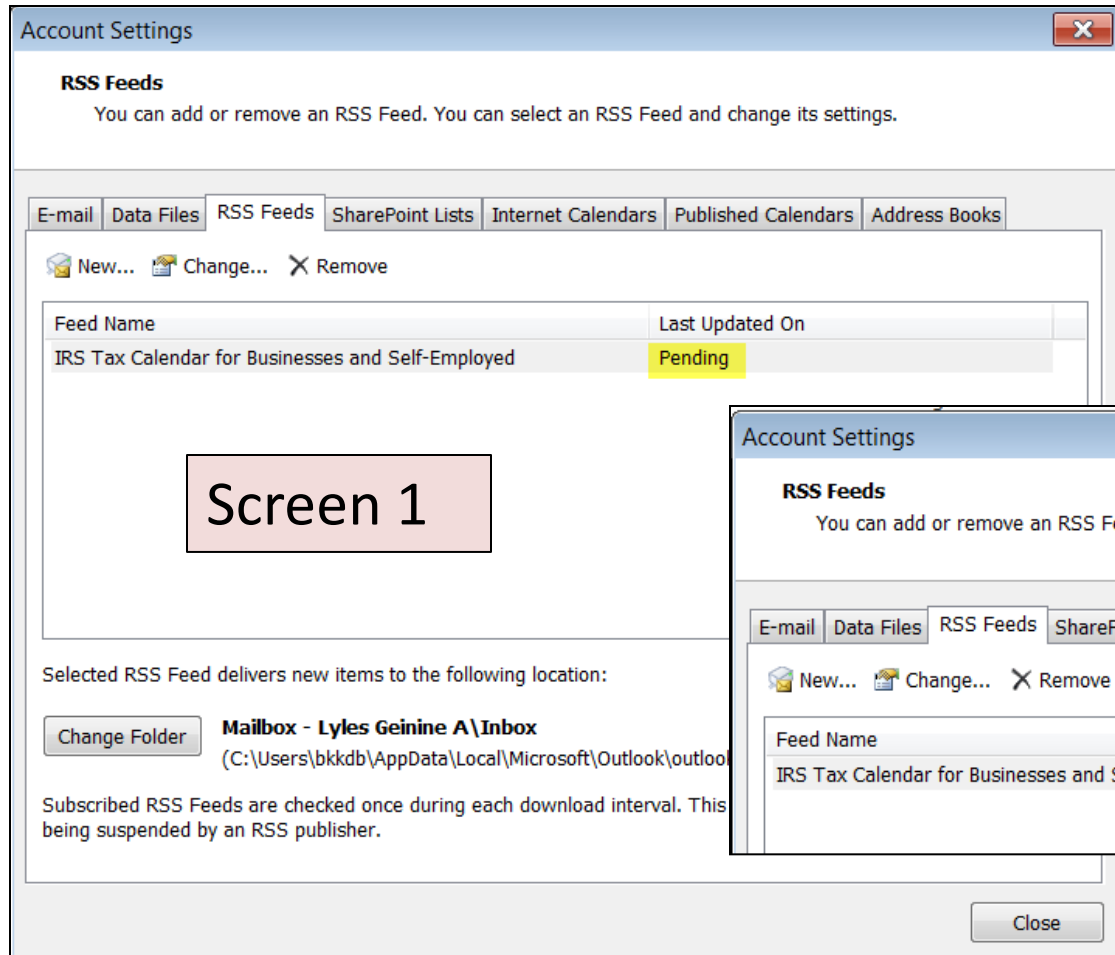
☒ Use the publisher update recommendation. Send/Receive groups do not update more frequently than the recommended limit to prevent your RSS Feed from being suspended by the content provider.

Current provider limit: 1 hour

OK Cancel

- Now the reminders will come into the Inbox 1 week before the due date.
- Click **OK**





Tax Calendar Reminders Added



- Screen 1 shows the tax calendar reminders loading in Outlook. This can take several minutes, so click **Close** in the lower right corner of the window.
- Screen 2 shows the date and time the IRS Tax Calendar was added to Outlook

Reminder Email

Screen 1

Date: Today		
	IRS Tax Calendar for Businesses and... Reminder for: 3/02/2015	Mon 2/23/2015 12:00 AM
	On 3/02/2015: File Form 1096 with information returns, including Forms 1098, 1099 and W-2G for payments made during 2014. <end>	
	IRS Tax Calendar for Businesses and... Reminder for: 3/02/2015	Mon 2/23/2015 12:00 AM
	On 3/02/2015: File Form W-3 with Copy A of all Forms W-2 issued for 2014. <end>	
	IRS Tax Calendar for Businesses and... Reminder for: 3/02/2015	Mon 2/23/2015 12:00 AM
	On 3/02/2015: File Form 8027 if you are a large food or beverage establishment. <end>	
	IRS Tax Calendar for Businesses and... Reminder for: 3/02/2015	Mon 2/23/2015 12:00 AM
	On 3/02/2015: Farmers and fishermen: File Form 1040 and pay any tax due. However, you have until Apr 15 to file if you paid your 2014 estimated tax payments by Jan 15, 2015. <end>	

Screen 2

Reminder for: 3/02/2015 - RSS Article

File RSS Article

Delete Forward
Delete Respond

Move to: ?
To Manager
Team E-mail

Quick Steps

Move
Rules
OneNote
Actions

Download Content
Share This Feed

RSS

Mark Unread
Categorize Tags
Follow Up

Find
Related
Select
Find

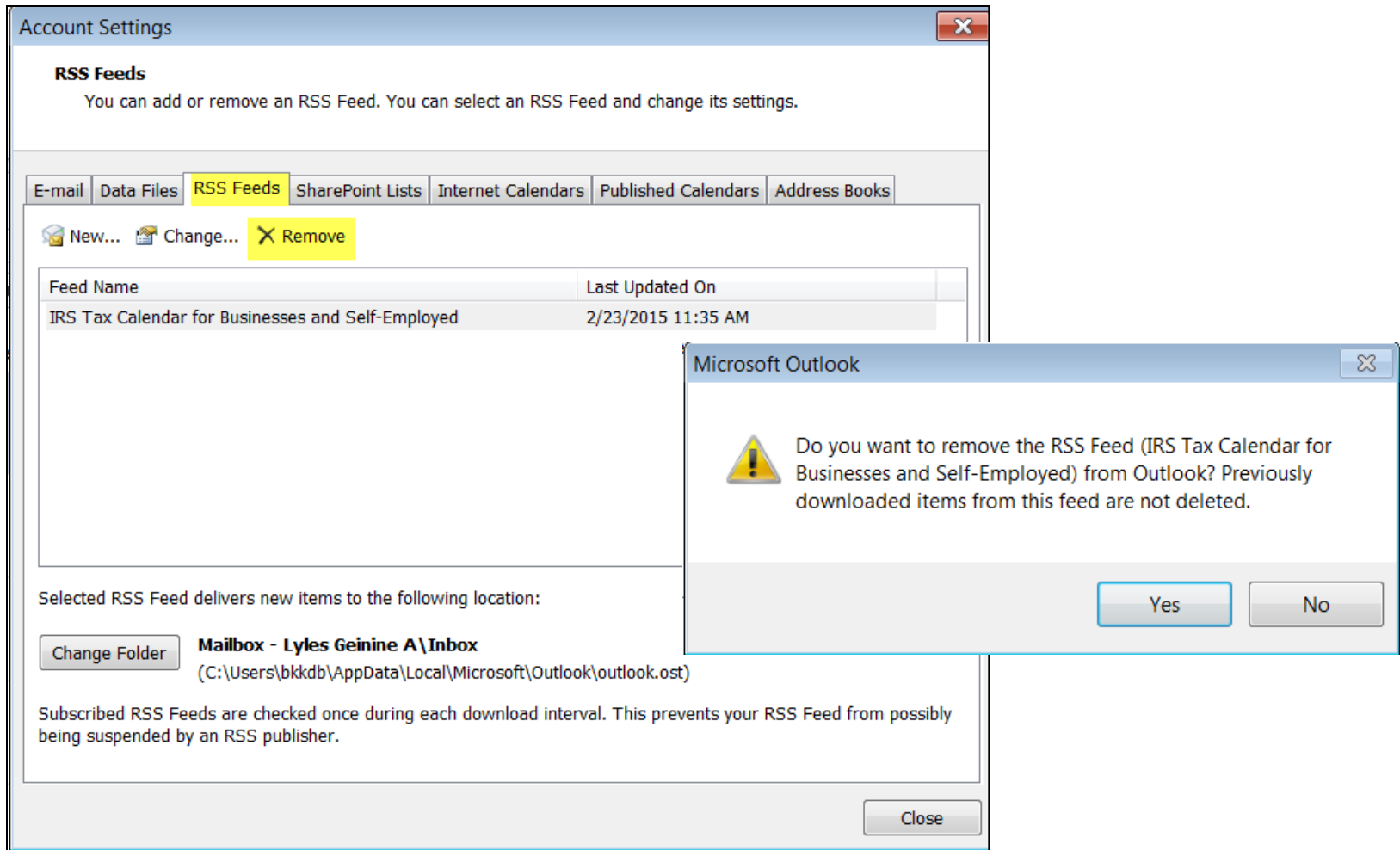
Zoom
Zoom

Feed: IRS Tax Calendar for Businesses and Self-Employed
Posted On: Mon 2/23/2015 12:00 AM
Author: IRS Tax Calendar for Businesses and Self-Employed
Subject: Reminder for: 3/02/2015

On 3/02/2015: Farmers and fishermen: File Form 1040 and pay any tax due. However, you have until Apr 15 to file if you paid your 2014 estimated tax payments by Jan 15, 2015.

- Screen 1 is a copy of the Reminder email when it comes into the Outlook Inbox.
- Screen 2 is the opened email.

Deleting the Reminders



Follow the same procedures as adding the RSS Feed except choose “Remove” instead of “Add”